



DELBERT HOSEMANN
Secretary of State

**Syllabus for
SEMS Advanced Training
Scheduled for February 8-11 and 14-18, 2011**

Audience Level: Attendees should have completed the SEMS Basic Training and should be the primary user in the Circuit Clerk's Office and Election Commissioner's Office.

Time Duration: This is a one day class offered from 9:00 a.m. to 4:00 p.m. – with a one hour lunch break from 12 p.m. to 1 p.m. Lunch is not provided.

Location: Mississippi Secretary of State's Office Training Room, 401 Mississippi Street, Jackson, MS.
(Across the street from the south side of the State Capitol Building)

Class Size: Maximum of 12 students

Objective: This course will review the advanced functionality features of SEMS and train election officials in the use of these features. Topics covered will include: advanced voter search features; system configurations functionality; use and set-up of Flex labels; creating extracts and using the information with Mail Merge; Jury Management; Absentee and Affidavit ballot processing and updates on latest SEMS changes with a preview of changes which will be implemented in March.

With this information, the attendee should be familiar with the location and utilization of these advanced features.

Materials: February 2011 SEMS Advanced Training Guide

Please bring materials with you. Training documents will be on the secure website by February 3rd (www.sos.ms.gov/electftp). Please note the attached information in order to access the site.

Topic Overview:

- Keyboard Shortcuts
- System Configuration Overview
- Adding Flex Labels
- Correspondence from SEMS
- Setting up County Contacts
- County Parameters
- Printing and Managing Batches
- Printing Mailing Labels
- Creating a Mail Merge in MS Word
- User Administration
- Advanced Search Tabs in Voter Search
- Extracting and Reporting Voter Searches
- Saving a Search
- Publishing/Unpublishing Saved Searches
- Absentee and Affidavit Ballot Processing
- Jury Management and Extracting Jury Panel Mailing Labels
- Review of latest SEMS Updates
- Questions and Answers/Wrap-Up